



National Institute of  
Diabetes and Digestive  
and Kidney Diseases

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## **NIDDK SharePoint Content Management System**

### ***Staff Biography Editing Guide***

November 2013



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## 1. Introduction

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### Web Content Management Systems

The core function and use of a web content management system (CMS) is to help create, manage, store and display information (content) on websites. Web content includes text and embedded graphics, photos, video, audio, and code (e.g., for applications) that displays content or interacts with visitors. A CMS may catalog and index content, select or assemble content at runtime, or deliver content to specific visitors in a requested way. CMS features vary widely from system to system, most include Web-based publishing, format management, revision control (version control), indexing, search, and retrieval.

### Microsoft Sharepoint

Microsoft Sharepoint is a collaborative CMS system that was selected by NIDDK as the primary software for managing the NIDDK enterprise website. SharePoint uses a web-based user interface for manipulating data, editing pages, and managing site content and structure.

Some main features of SharePoint include:

- Manipulate content in lists & libraries, pages and sites
- Copy, create, delete, or rename lists & libraries, pages, sites and web-parts
- Manage user permissions, and view document/page version histories
- Manage definitions and properties of lists & libraries, pages, sites and web-parts & many others

The following user guide will walk through terminology, features and functions of the NIDDK SharePoint CMS and provide a reference guide for editing, managing and updating key areas of the NIDDK website.

## 2. Accessing Your Share Point Site

### Accessing Your Site

SharePoint can be accessed from any computer with an internet connection and a web browser. For the best performance and integration with SharePoint, Internet Explorer 8 and above is recommended. For users (including Mac) who do not have access to Internet Explorer, Firefox is recommended.

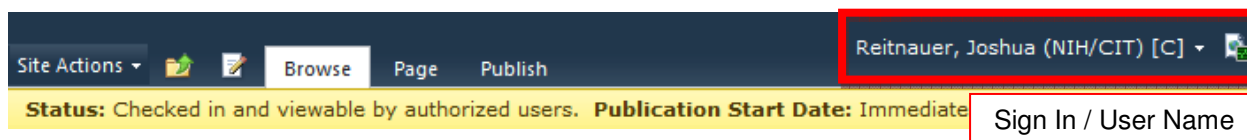
#### Browsers

- You can visit the Microsoft Internet Explorer website for more information and to download a free version of Internet Explorer: <http://windows.microsoft.com/en-us/internet-explorer/browser-ie>
- You can visit the Mozilla website for more information and to download a free version of Firefox: <http://www.mozilla.org/en-US/firefox/new/>

#### Logging In

Content edits should be made to the PRODUCTION Environment:

- Access the Production Environment via the following URL: [www.niddk.nih.gov/userlogin](http://www.niddk.nih.gov/userlogin)
- Enter your NIH Username, include "NIH\" or "NIHEXT\" before you user name – for example: "NIH\yourusername".
- Enter your NIH Password.
- Once successfully logged in, the SharePoint ribbon header will appear across the top of the site:



#### Logging Out

Follow these steps to log off of the site:

- Click your Username as it appears in the top right corner of the page.
- Click **Sign Out** to log off the site.
- Close your browser window to complete the session.

### 3. Share Point Key Elements

#### Important Terms and Definitions

<b>Content Management System (CMS)</b>	<p>A content management system is a system used to manage the content of a web site, focusing on two primary roles:</p> <ul style="list-style-type: none"> <li>• <i>Content Entry</i> – The CMS helps manage site content through a simplified interface, making it easy to manage and maintain web content without the expertise of a Webmaster or software developer.</li> <li>• <i>Content Display</i> - The CMS uses a series of templates and features to support the display of content in a systematic, organized and understandable way.</li> </ul>
<b>Content</b>	Web content is the textual, visual or audio content that is encountered as part of the user experience on websites. It may include, among other things: text, images, sounds, files, videos and animations.
<b>Content Type</b>	Content can be classified together when it inherits a similar set of attributes; these classifications are called Content Types. SharePoint utilizes Content Types within Lists and within Pages, allowing similar content to be identified, tagged and/or displayed together across multiple sections of pages within the site.
<b>Page</b>	A page is the shell for a body of content that will appear on the site, regardless of the type of content or if the content is mixed in nature. A site contains multiple pages, organized and inter-linked based on the site navigation.
<b>Page Layout</b>	The page layout dictates the arrangement of content as it displays on a page. Multiple page layouts exist for each of the different methods in which content will be displayed on different pages.
<b>Web Part Zone</b>	Page layouts include a variety of regions or Web Part Zones arranged in different formats of each page layout. Each zone can be utilized to add a web part based on the type of content that needs to display in a certain location and how that content is displayed.
<b>Web Part</b>	Web parts are individual features that add value to a site. A web part may do a variety of tasks such as displaying data from a List, displaying an image or displaying text entered directly into the web part itself. Different web parts offer different features or value that they add to the site.
<b>List</b>	A List is a container within SharePoint that stores list items. A list acts as a customizable database that is composed of one or more fields to store information about a series of data. List data is then displayed on pages based on the arrangement of web parts that utilize and manipulate the display of the data.
<b>Metadata</b>	Metadata acts as a hierarchical collection of centrally managed terms that can be defined and then used as attributes for SharePoint items. These attributes can then be applied to content on pages or within lists, helping to organize like content for display on the site.

## 4. Intramural Biography Editing

The screenshot shows the NIH NIDDK Staff Directory page for Arthur Sherman, Ph.D. The page is divided into several sections, with callouts A-F highlighting specific content areas:

- A:** Contact Info (Tel: +1 301 496 4325, Email: arthurs@helix.nih.gov)
- B:** Training and Experience (Ph.D., New York University, 1986; M.S., New York University, 1983; B.A., Cornell University, 1973)
- C:** Research Summary (Research Goal, Current Research)
- D-F:** Research Summary (Research Goal, Current Research)
- E:** Research Images List
- F:** Research Resources & Clinical Trials lists

### About Intramural Biographies

Intramural Biography pages are unique in that none of the content displayed on the page is actually created or entered directly on the page itself, but rather rolled up from a series of lists located in different locations.

At a high level, the **SEI Team** will be able to update items highlighted in **RED**, and the **Sapient Team** will manage items highlighted in **BLUE**. Biography data is located in the following areas:

#### A. Display Name, Title(s), Lab/Branches, Contact Info

- Stored in Person Profile List
- Resides at the Root Site level

#### B. Specialties, Training & Experience, Related Links, Research in Plain Language

- Stored in Site Profile List
- Resides at the Biography Sub-Site level

#### C. Research Summary

- Stored in Site Profile List
- Resides at the Biography Sub-Site level

#### D. Publications Lists

- Research publications and related detail
- Biography specific Publications list resides at the Sub-Site level

#### E. Research Images List

- Research Image files and related Title/Description content
- Resides at the Sub-Site level

#### F. Research Resources & Clinical Trials lists

- All content related to Research Resources / Research Materials and Clinical Trials associated to the biography.
- Resides at the Root Site level

## Research Summary Tab Editing

The screenshot displays the NIDDK website's 'Research Summary' tab editing interface. On the left, a 'Site Actions' menu is visible, with a red arrow pointing to the 'Manage Content and Structure' option, which is circled with a red '3'. The main content area features a profile for Arthur Sherman, Ph.D., with a red box around the 'Specialties' section, circled with a red '1'. Below the profile, the 'Research Summary' section is highlighted with a red box, and the 'Research Goal' subsection is also highlighted with a red box. The 'Related Links' section is also highlighted with a red box. The 'Contact Info' section is visible below the profile picture. The 'Research Summary' section includes a 'Research Goal' and a 'Current Research' subsection, both of which are highlighted with red boxes. The 'Research Goal' section describes the goal of building a complete picture of the key steps from sensing of glucose to secretion of insulin by pancreatic beta cells. The 'Current Research' section describes the focus on the basic biophysical mechanisms underlying insulin secretion from pancreatic beta-cells. The 'Related Links' section lists links to the Mathematical Cell Modeling Section and a Lecture at the Mathematical Biosciences Institute.

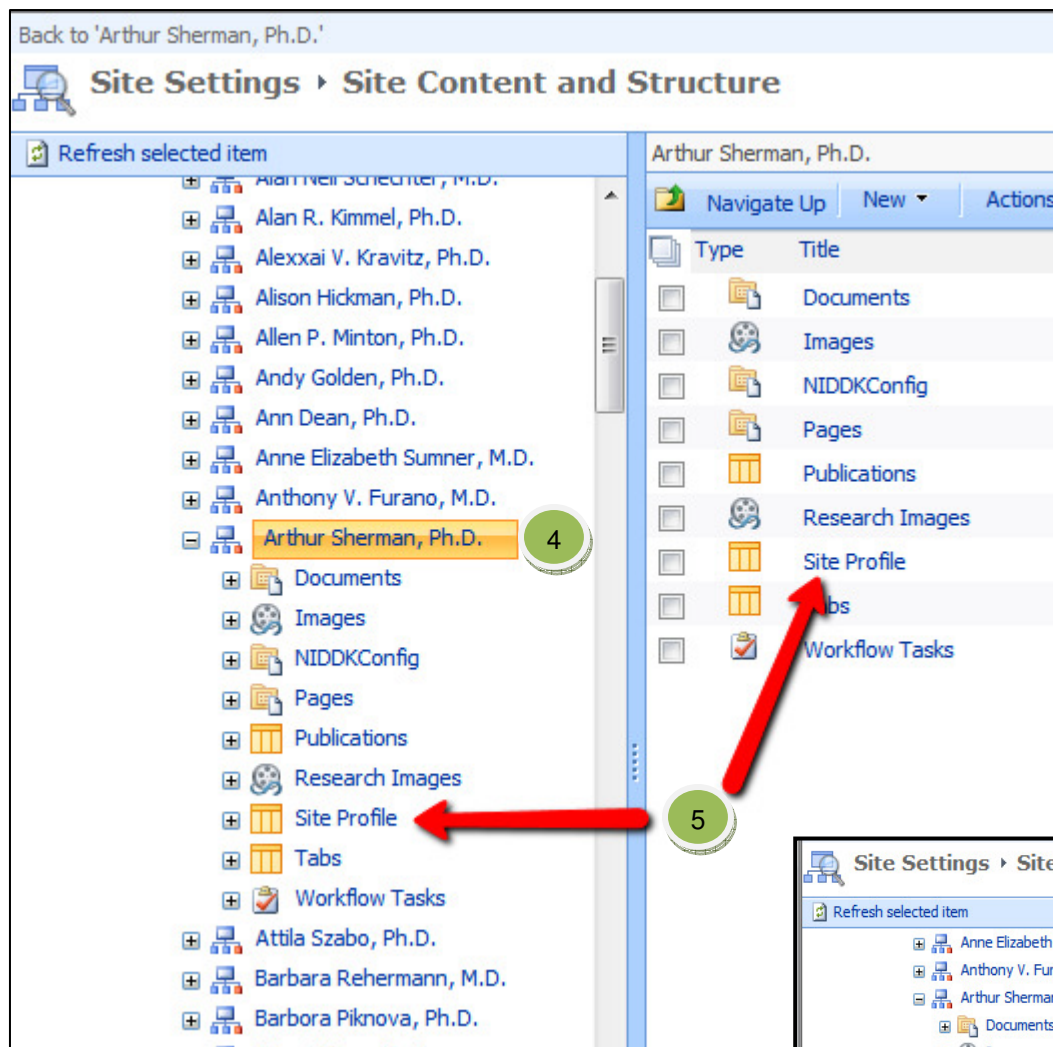
The Research and Summary tab has three main areas of editable content, all edited on the “Site Profile list”:

- Training and Experience left rail
- Related Links left rail
- Research Summary body copy

To edit the Site Profile list:

1. Make sure you are viewing the biography you wish to edit.
2. Click **Site Actions** then
3. Click **Manage Content and Structure**

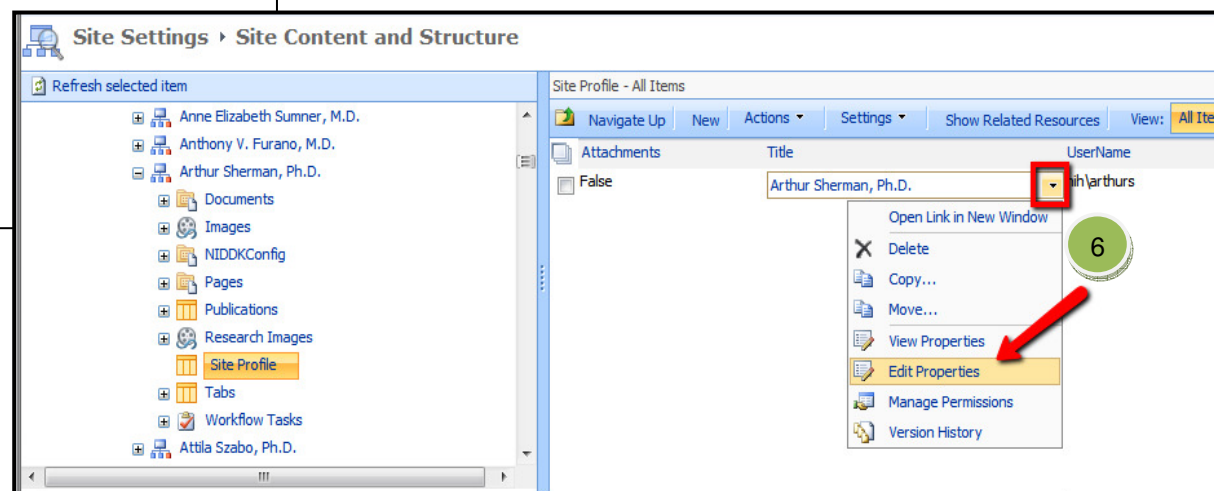




The Site Content and Structure window opens, displaying all of the site features available for the staff member biography sub-site. Every biography has its own individual sub-site, housing a variety of content that displays on the biography page itself.

4. Confirm you are viewing the list of items under the staff member's name you intend to edit. (image left)
5. Click **Site Profile** to select the Site Profile list.
6. When the Site Profile list detail displays in the right pane, click the "Down" arrow next to the staff member name and click **Edit Properties**. (image below)

**NOTE:** You do not have to put the Biography Page in "Edit" mode to modify this content. Subsequently, you also do not have to Check In and Publish the page after you're finished. **This content will display immediately after saving to the list.**





Site Actions ▾ Browse Edit

Save Cancel Paste Cut Copy Delete Item Attach File Spelling

Commit Clipboard Actions Spelling

Arthur Sherman, Ph.D.

Libraries

Lists

Publications

Research Images

Research Plain Language

Resources and Clinical Trials

Recycle Bin

All Site Content

Title \* 7 Arthur Sherman, Ph.D.

UserName 8 nih\arthurs

Training 9

Ph.D., New York University, 1986

M.S., New York University, 1983

B.A., Cornell University, 1973

Related Links

Mathematical Cell Modeling Section

Lecture at Mathematical Biosciences Institute

Specialties 10

Specialties: Cell Biology/Cell Signaling, Neuroscience/Neurophysiology/Neurobiology, Computational Biology/Bioinformatics/Biostatistics/

Research Summary

Research Goal

We want to build up a complete picture of all the key steps, from sensing of glucose coordinated and finally relate impairments in those processes to the pathogenesis of diabetes.

Current Research

We primarily focus on the basic biophysical mechanisms underlying insulin secretion in type 2 diabetes, which generally arises from a combination of defects in insulin secretion of beta cells within the islets of Langerhans (micro-organs within the pancreas) and the pancreas (hundreds in rodents to hundreds of thousands in humans) that produce behavior which consists of oscillations on time scales ranging from milliseconds (beta cells) to minutes (pancreas). Finally, this core rhythm-generating system is modulated by a number of signaling pathways.

The primary focus of our research is supported by mathematical modeling of electrical activity for general principles and mechanisms as well as for the specificities that distinguish different cell types.

The main tool we use in both beta cell and general neuroendocrine work is mathematical modeling (Nobel Prize winners in 1952) to explain action potentials in neurons. A major advance is the discovery of a messenger that triggers secretion and modulates a variety of signaling proteins, resulting from electrical activity in both nerve terminals and in beta cells. In all of

The Site Profile list edit window will open; fields can be edited as follows:

7. **Title**
  - a. **DO NOT CHANGE**
  - b. Title inherits from the Person Profile list.
  - c. Editing Title here DOES NOT change the name as it displays on the biography page.
8. **User Name**
  - a. **DO NOT CHANGE**
  - b. User name is required to associate the list with the page. Errors in the user name will cause the biography page to break and content will not display.
9. **Training**
  - a. Edits content displayed in the "Training & Experience" list located on the left rail of the biography page.
  - b. Content can be entered and stylized per the formatting controls on this field. Biography page standards are plain black text.
  - c. Note – You MUST paste all copy into note pad before copying/pasting into this field to remove excess HTML. See the NIDDK Web Content Entry Mini Guide for further details.
10. **Specialties**
  - a. Edits content located just above the tabs in the body of the biography page.
  - b. Content can be entered and stylized per the formatting controls on this field. Biography page standards for this section include:
    - i. Plain black text with "**Specialties:**" bolded
    - ii. A comma between each specialty listed
    - iii. Each specialty name is capitalized.
  - c. **Note** – You MUST paste all copy into note pad before copying/pasting into this field to remove excess HTML. See the NIDDK Web Content Entry Mini Guide for further details.

The screenshot displays the NIH content management interface with three tabs highlighted: 11 (Related Links), 12 (Research Summary), and 13 (Research in Plain Language). Each tab shows a preview of the page content and a callout box (11a, 12a, 13a) indicating the 'Markup Styles' dropdown menu.

**11. Related Links**

- Mathematical Cell Modeling Se
- Lecture at Mathematical Biosci

**12. Research Summary**

**Research Goal**

We want to build up a complete picture coordinated and finally relate impaired

**Current Research**

We primarily focus on the basic biophys type 2 diabetes, which generally arises from a combination of defects of beta cells within the islets of Langerhans (micro-organs within the pancreas (hundreds in rodents to hundreds of thousands in humans) behavior which consists of oscillations on time scales ranging from m Finally, this core rhythm-generating system is modulated by a numb

**Applying our Research**

The basic theoretical work we do helps guide experiments, making th intelligent interventions to prevent and treat disease. It will also be a

**Need for Further Study**

How does beta cell dysfunction lead to diabetes? How do cell regula

**13. Research in Plain Language**

Insulin is a hormone that allows the insulin many tissues, such as musc kidney failure, blindness, and final

## 11. Related Links

- Edits content displayed in the “Related Links” list displayed on the left rail of the biography page.
- The Related Links field contains a special field type that allows for adding or editing hyperlinks in addition to formatting copy.
- Content can be entered and stylized per the formatting controls in the ribbon at the top of the page. Biography page content standards include:
  - Plain text – black or hyperlinked
  - Bullet points for list items
- Hyperlinks can be added to the content in the same format as all other content areas of the site. See the Content Management Mini Guide for more information.

## 12. Research Summary

- Edits content displayed in the main body of the biography page as part of the Research Summary tab.
- Content can be entered and stylized per the formatting controls in the ribbon at the top of the page. Biography page content standards include:
  - Markup Styles – Copy can be added and styled based on the site style sheet controls.

## 13. Research in Plain Language

- Edits content displayed in the main body of the biography page as part of the Research in Plain Language tab.
- Content can be entered and stylized per the formatting controls in the ribbon at the top of the page. Biography page content standards include:
  - Markup Styles – Copy can be added and styled based on the site style sheet controls.

Research in Plain Language

### Research in Plain Language

Insulin is a hormone that allows the body to use carbohydrates for quick energy. This spares fat for long-term energy storage and protein for building muscle and regulating cellular processes. Without sufficient insulin many tissues, such as muscle, cannot use glucose, the product of digestion of carbohydrates, as a fuel. This leads to diabetes, a rise in blood sugar that damages organs. It also leads to heart disease, kidney failure, blindness, and finally, premature death. We use mathematics to study how the beta cells of the pancreas know how much glucose is available and how much insulin to secrete.

Created at 7/24/2013 12:02 PM by [Cartas, Anika \(NIH/CIT\) \[C\]](#)  
Last modified at 11/25/2013 3:30 PM by [Reitnauer, Joshua \(NIH/CIT\) \[C\]](#)

14

Save

Cancel

Internet | Protected Mode: Off

100%

14. When all edits are finished, click **Save** at the bottom of the page.
  - a. Click **Cancel** to discard changes.
15. All saved edits will become effective immediately. Refresh the biography page to see the changes.

**NOTE:** You do not have put the Biography Page in “Edit” mode to modify this content. Subsequently, you also do not have to Check In and Publish the page. **This content will display immediately after saving to the list.**



## 5. Extramural Biography Editing

### About Extramural Biographies

The screenshot shows the NIDDK website's staff directory page for Michael C. Appel, Ph.D. The page has a blue header with navigation tabs: Research & Funding for Scientists, Health Information, About NIDDK, News, and Follow Us. Below the header is a breadcrumb trail: NIDDK - PRODUCTION > ABOUT NIDDK > STAFF DIRECTORY > MICHAEL C. APPEL, PH.D. and social media sharing icons.

The biography content is organized into several sections, each with a callout letter indicating where it can be edited:

- F** (Profile Picture): Located on the left side of the page.
- A** (Display Name and Title): The name "Michael C. Appel, Ph.D." at the top of the main content area.
- B** (Specialties): The text "Program Director, Division of Diabetes, Endocrine and Metabolic Diseases" and "Specialties: Diabetes, Endocrinology and Metabolic Diseases" with an "Edit" link.
- C** (Current Responsibilities and Activities): The main body of text describing his role as Program Director and his research interests.
- D** (Research Programs): The section titled "Research Programs" with a sub-section "Endocrine Pancreas" and its description.
- E** (Committee Membership): The section titled "Committee Membership" listing various working groups and committees.
- G** (Select Experience): A sidebar on the left titled "Select Experience" listing his academic and professional history.

**Contact Info** (located below the profile picture):

Tel: +1 301 594 4740  
Email: [appelm@mail.nih.gov](mailto:appelm@mail.nih.gov)

**Select Experience** (located in the sidebar):

- Associate Professor, Departments of Pathology and Medicine, University of Massachusetts Medical School, 1999-2004
- Senior Clinical Scientist, COBE BCT, Inc., 1994-1999
- Principal Scientist, Cytotherapeutics, Inc., 1991-1993
- Postdoctoral Study, Associate Professor, Department of Pathology, University of Massachusetts Medical School, 1976-1991

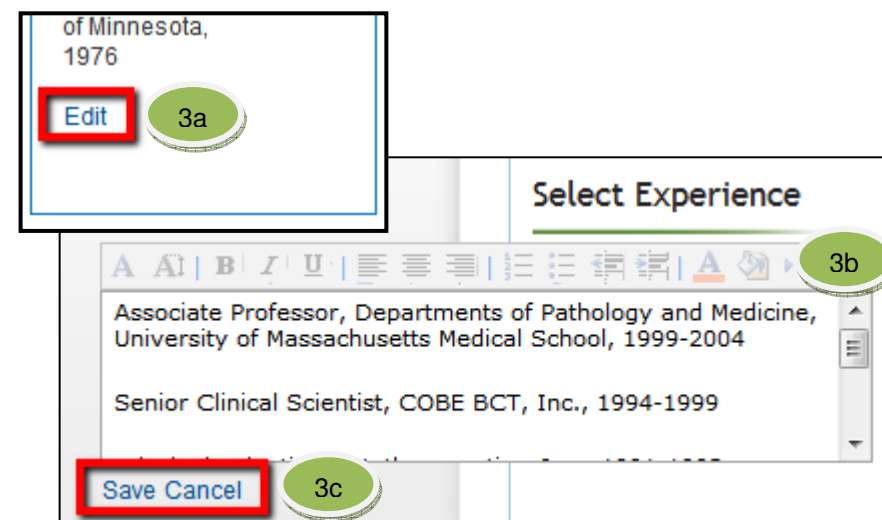
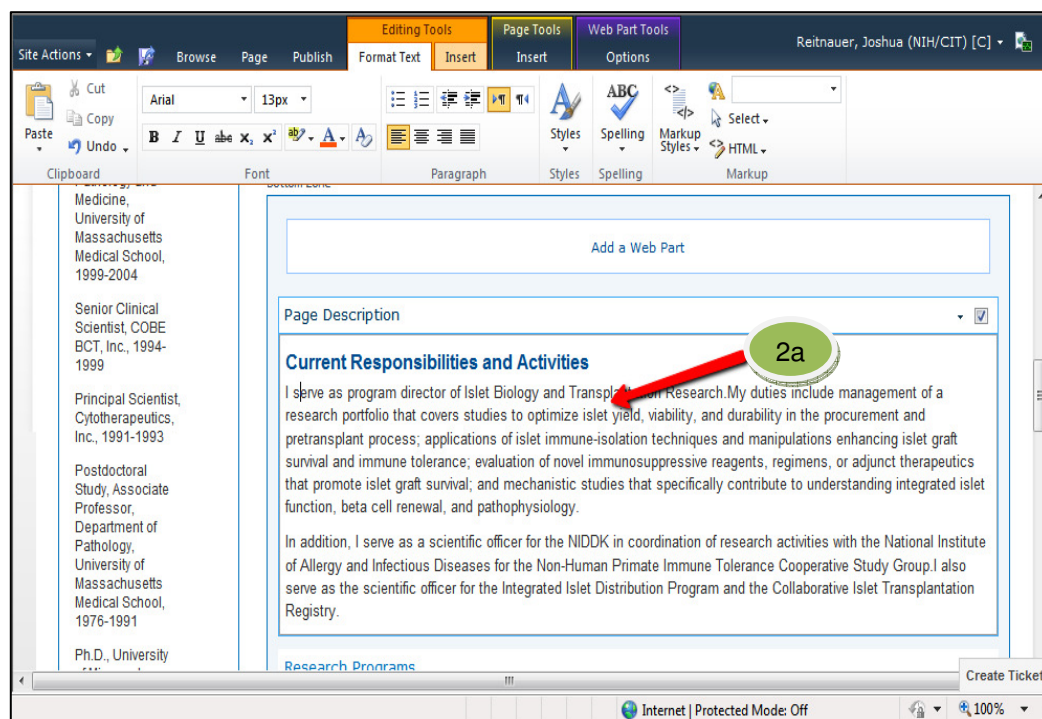
Extramural biographies are built using standard NIDDK page templates with a series of web parts added. Most of the content can be edited directly from the page, with the remaining displaying from the Person Profile list. The following list indicates the origin of content on the page:

- A. **Display Name and Title** – edited in the Person Profile list.
  - a. Sapient edits pre-launch
- B. **Specialties** – edited directly on the page by clicking “Edit”.
  - a. SEI edits pre-launch
- C. **Current Responsibilities** – edited directly on the page.
  - a. SEI edits pre-launch
- D. **Research Programs** – associated based on tags in the Person Profile list.
  - a. Sapient edits pre-launch
- E. **Committee Membership** – edited directly on the page.
  - a. SEI edits pre-launch
- F. **Contact Info** – edited in the Person Profile list.
  - a. Sapient edits pre-launch
- G. **Select Experience** – edited directly on the page by clicking “Edit”.
  - a. SEI edits pre-launch



For editing items directly on the page:

- Click **Site Actions** then **Edit Page** to place the page in edit mode.
- For “*Current Responsibilities*” and “*Committee Membership*”:
  - Click inside the box and begin editing just like all other content areas of the site.
  - Content can be entered and stylized per the formatting controls in the ribbon at the top of the page. Biography page standards include:
    - Markup Styles – Copy can be added and styled based on the site style sheet controls.
- For “*Select Experience*” and “*Specialties*”:
  - Click **Edit** at the bottom of the web part.
  - Edit the content within the window that appears
  - Click **Save** to save edits or **Cancel** to close the window without saving.
  - Content can be entered and stylized per the formatting controls on this field. Biography page standards are plain black text.



## Check In or Discard Check Out

The screenshot shows the SharePoint ribbon with the 'Page' tab selected. The 'Check In' button is highlighted with a red box and a red arrow pointing to callout '1a'. The 'Check In' dropdown menu is also shown, with 'Discard Check Out' highlighted by a red box. A 'Check In' dialog box is open, showing a spelling error and 'Continue'/'Cancel' buttons, with a red arrow pointing to callout '2a'.

Once all edits are complete, the page first needs to be checked-in to save the changes, then published to display the changes live on the site.

1. On the “Page” tab of the ribbon, click **Check In** to check in and save the changes to the page. The page will refresh in “Draft” status to preview.
  - a. Alternatively, click the down-arrow and choose **Discard Check Out** from the menu to delete the most recent changes and return the page to its current published state.
2. The Check In dialog box will appear, enter comments as desired and confirm spelling errors.
  - a. Click **Continue** to complete the Check In, or **Cancel** to return to the page and make edits.
3. Once checked-in, the changes made on the page will be visible in “Draft” status to all permitted site administrators, but will not be live to the public.
  - a. The page can be repeatedly updated in draft mode via the above instructions until the final display results are achieved.
4. Content Publishers will have to publish the page after all edits are made before they become live on the site.

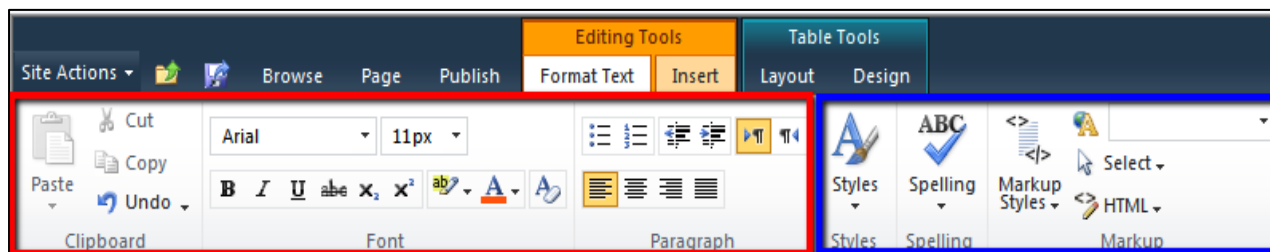
**Note:** Once a page is opened in edit mode, it is checked out to you. It can not be edited by any other user or published until you check it in. If you click “Save & Close” you save the changes but the page WILL NOT be checked in.



## 6. The SharePoint Ribbon

The SharePoint Ribbon dynamically changes depending on the location of the page or type of feature being worked on at any given time. The purpose of the ribbon is to offer a single location where users can find a series of tools used to manage the feature they are working on, similar to the ribbon found in Microsoft Office products. Many of the ribbon features are self-explanatory, some examples of the ribbon tabs and their tool sets in SharePoint include:

### SharePoint Ribbon – Format Text Tab



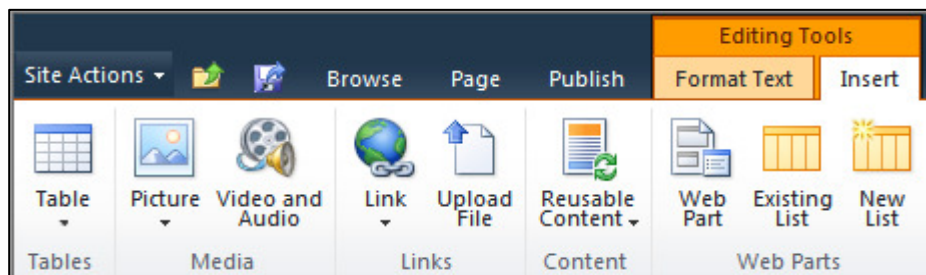
The left (red) side of the “Format Text” tab offers formatting options reminiscent of the familiar Microsoft Word. Options available for the NIDDK site include:

- **Font** – Pre-defined based on the site style sheet – can not be changed within the individual page.
- **Size** - Pre-defined based on the site style sheet – can not be changed within the individual page except when Markup Styles are selected for header text.
- **Formatting** – Formatting options function similar to Microsoft Word, color options are limited to those that coincide with the site style sheet.

The right (blue) side of the “Format Text” ribbon offers some additional styling features. Options available for the NIDDK site include:

- **Spelling** – Checks spelling of text within the page and highlights misspelled words.
- **Markup Styles** – Allows you to designate content as a heading, H2, H3 or H4 – based on the site style sheet.
- **HTML** – Allows you to modify the underlying HTML markup for the page or the web part currently in edit mode.

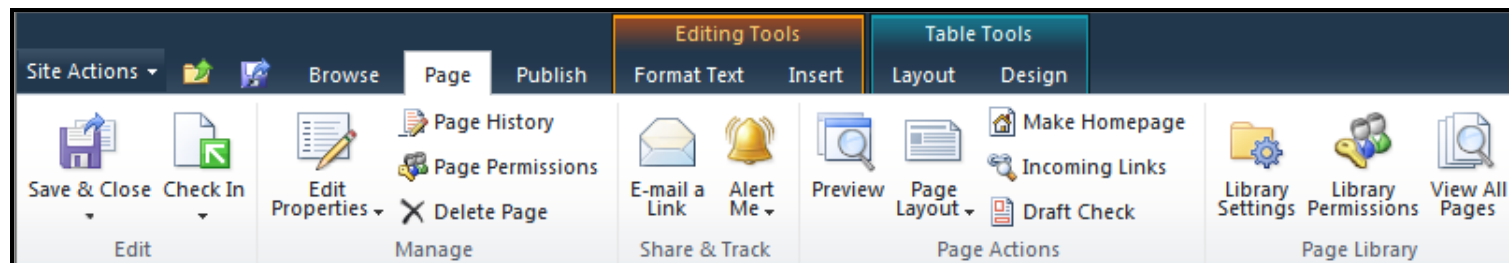
### SharePoint Ribbon – Insert Tab



The “Insert” tab offers several options for adding additional content to the page. Options available for the NIDDK site include:

- **Table** – Allows you to insert a table and choose both the number of columns and rows. This is similar to table functionality in Microsoft Word.
- **Picture** – You can choose to insert a picture that already exists in SharePoint or upload an image to SharePoint and include in the page.
- **Video and Audio** – SharePoint 2010 allows you to embed video and audio using the media web part which will be explored more later.
- **Link** – Allows you to insert or edit a hyperlink within the text.
- **Upload File** – You can upload a file into SharePoint and create a link to the item within the text.
- **Reusable Content** – Allows you to add blocks of pre-defined HTML that is reusable across the site (when established).
- **Web Part** – Allows you to add a webpart as desired. Additional details on web parts will be provided later in this guide.

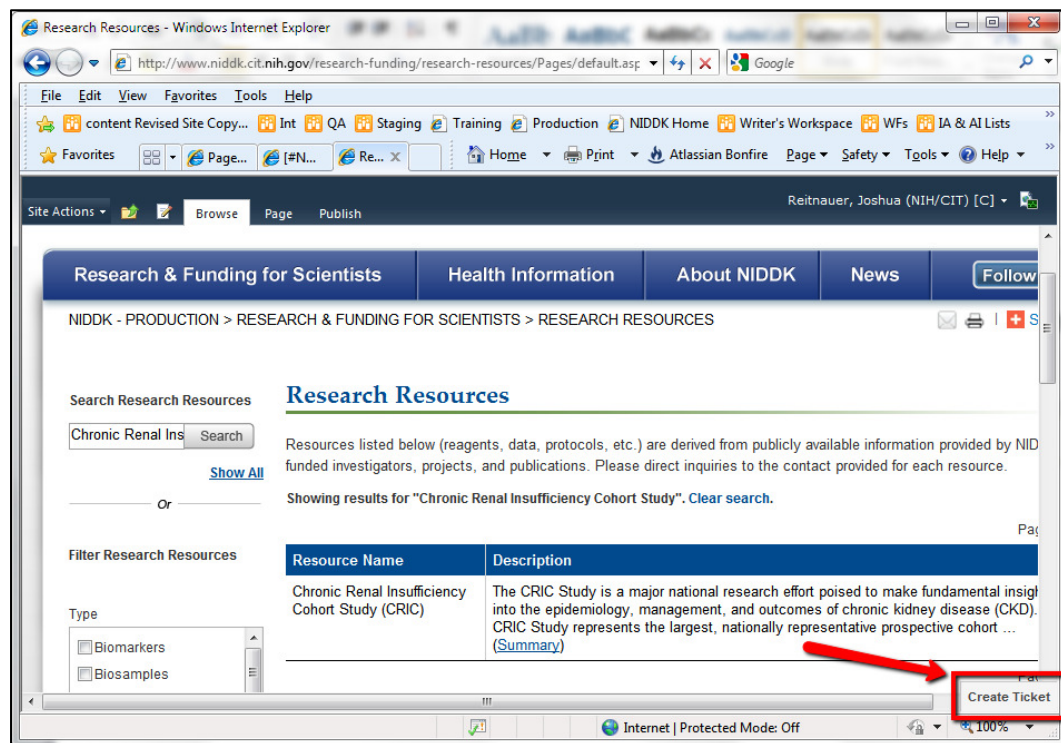
## SharePoint Ribbon – Page Tab



The “Page” tab offers settings for editing the properties of the current page displayed as well as the pages library. Features include:

- **Save & Close** – Saves the current edits to the page and closes the page.
  - This option does not update and check-in the page for other content owners to manipulate or prepare the page for publishing.
- **Check In** – Saves the current page edits and will check-in the page for all content owners to see or to prepare the page for publishing.
  - Clicking the down-menu under “Check In” provides the option to **Discard Checkout**, which deletes all current changes and returns the page back to its original state before being opened and manipulated.
- **Edit Properties** – Allows you to edit and/or view additional metadata that might not be embedded in the page layout.
- **Page History** – View version history and revert to an earlier version.
- **Delete Page** – Delete the current page.
- **E-mail a Link** – Opens an email to send a link to the current page.
- **Preview** – Opens a dialogue to allow you to preview what the page will look like published.
- **Page Layout** – Allows you to change the page layout to a different page template after the initial creation.
- **Make Homepage** – Sets the current page as the splash page for the current site.
- **Incoming Links** – Gives a list of all pages that have links pointing to this page (reference this page when considering changing the page URL).
- **Draft Check** – Adds a red highlight around any items that are in draft mode which would prevent them from being visible to regular users.
- **View All Pages** – Opens the pages library to view all pages.

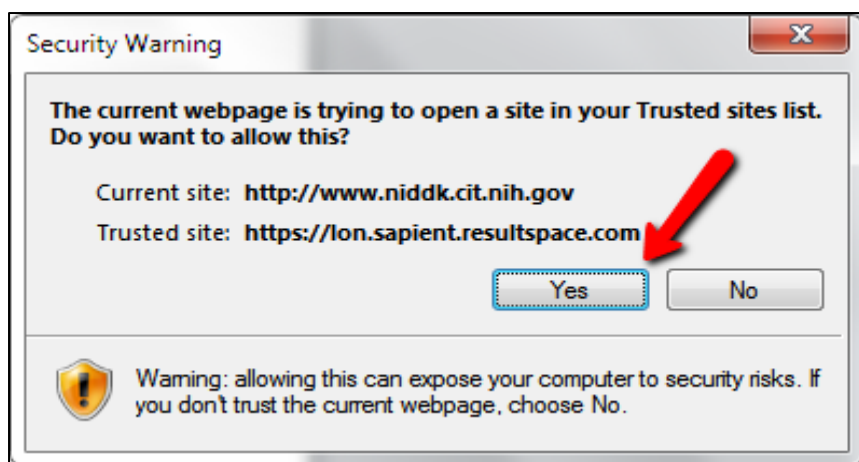
## 7. Logging Defects and Page Edits (before launch)



### Browser Based Defect Entry

A quick-access defect entry tool has been built into the site and can be used with any browser you use to view the site. This tool will be available until the site launches and will not be hidden on published pages after launch. Instructions for defect logging will be sent to the team after the site launches. To log a defect:

1. Click **Create Ticket** in the lower right corner of the browser window.
2. If you get a "Trusted Sites" security warning, click **Yes** to continue and open the defect log window.



The screenshot shows a defect logging form with the following fields and callouts:

- a** Summary: Brief 1-Line summary that explains the issue so it's easy to understand when viewed in a list of issues.
- b** Description: Full description of the issue:
  - What's happening that's wrong
  - How it should look / function
  - Any additional content needed to fix - ie links, location of content etc.
 YOU MUST COPY AND PASTE THE URL HERE OF THE PAGE YOU ARE WORKING ON!!!!
- c** Priority: Minor (dropdown menu)
- d** Found in Mode: Peer Review (dropdown menu)
- e** Status Detail: Ignore (dropdown menu)
- f** Business Value: 1 - Most Critical (Required for launch) / 4 - Least Critical (Can launch and fix later) (dropdown menu)
- g** Name: YOUR NAME (text input)
- h** Email: YOUR EMAIL (text input)

Buttons: Submit, Close

3. When the defect logging window opens, complete the fields as follows:
  - a. **Summary** - Brief 1-Line summary that explains the issue so it's easy to understand when viewed in a list of issues.
  - b. **Description** – Write a full description of the issue, including:
    - i. What's happening that's wrong
    - ii. How it should look / function
    - iii. Any additional content needed to fix - ie links, location of new or corrected content etc.
    - iv. **YOU MUST COPY AND PASTE THE URL HERE OF THE PAGE YOU ARE WORKING ON!** The tool does not capture this information and we can't find it once you log the issue.
  - c. **Priority** – Please leave as “Minor”.
    - i. Changing the priority makes it harder for us to find and group your issues in the log.
  - d. **Found in Mode** – Please select “**Peer Review**”. This flag is how we are tracking all of the OCPL and SEI defects in the list.
  - e. **Status Detail** – you can ignore this field.
  - f. **Business Value** – please rate the criticality of your issue and **type just the number** in this field based on the following:
    - i. **1 – (Most Critical)**: Use this for issues that cause the page to break, won't allow users to continue their intended path or must be fixed before launch.
    - ii. **2 – (Major)**: Use this for issues where a page or process doesn't necessarily break, but the item potentially displays an error message and must be fixed for launch.
    - iii. **3 – (Minor)**: Use this for issues that are highly important, but can be fixed up to and after launch as we continue to work through the defect list.
    - iv. **4 – (Least Critical)**: Use this mostly for cosmetic issues that are important for the accurate display of content, but are not as critical as items 1-3.
  - g. **Name** – Please type your name so we know who created the defect and can follow up with questions as necessary.
  - h. **Email** – Please type your email address so we can contact you with questions and updates as needed.
4. Click **Submit** to submit your entry, you will receive confirmation and the window will close automatically.